

Shelby County 109 Taxing District

POSITION DESCRIPTION

POSITION TITLE:	Facility Supervisor	DEPARTMENT:	Solid Waste
CLASSIFICATION:	Management	SUBMITTED BY:	Human Resources
SALARY RANGE:	\$18.00 to \$28.00 per hour	APPROVED BY:	109 Board

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Solid Waste Director

POSITIONS SUPERVISED: Recycling and Solid Waste Employees

POSITION PURPOSE

Under general supervision of the Solid Waste Director, performs day to day management of personnel.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Must have good public relation skills.
2. Research training opportunities to improve performance skills that will benefit job duties.
3. Maintains staff by recruiting, selecting, orienting, and training employees.
4. Develop personal growth opportunities.
5. Accomplishes staff job results by coaching, counseling, and disciplining employees.
6. Planning, monitoring and appraising job results.
7. Conduct training, implementing enforcing systems, policies, and procedures.
8. Maintain a safe and healthy work environment by establishing and enforcing organization standards, adhering to legal regulations.
9. Complete operations by developing schedules, assigning, and monitoring work, gathering resources, implementing productivity standards, resolving operation problems, maintaining reference manuals and implement new procedures.
10. Control expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances and implement corrective actions.
11. Provide quality service by enforcing quality and customer service standards.
12. Maintain professional and technical knowledge by attending educational workshops and reviewing professional publications.

13. Performs related activities as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Graduate from accredited high school or GED equivalent
- Must have an associate degree in the Environmental Field.
- Supervisory experience may substitute year for year of college.
- Valid Kentucky Driver's License

EXPERIENCE REQUIRED:

- 2 years' experience in a supervisor position

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to understand and follow oral and written instructions.
2. Knowledge of the work hazards and applicable safety precautions associated with assigned equipment.
3. Ability to make minor operation adjustments and to recognize operating deficiencies on assigned equipment.
4. Above average skills in Microsoft Word and Excel.
5. Possess a good positive attitude and exhibits being a team player.
6. Ability to manage stressful situations.
7. Knowledge of applicable traffic laws, ordinances and regulations involved in the operation of departmental vehicles.
8. Performs related duties as assigned.

CONDITONS OF EMPLOYMENT:

- Employees in this class will be required to obtain credentials outlined within a reasonable amount of time, or if the employees possess such credentials at the time of hire they will be required to maintain those credentials so long as they are employed in this capacity.
- Direct Deposit Participation
- Background Check

WORKING CONDITIONS PHYSICAL EFFORT:

- Work is typically performed at a recycling facility.
- Must be able to work extended hours and be outside during inclement weather.

OVERTIME REQUIREMENTS: Non-exempt

AVAILABILITY: Regular Shift may be contacted on emergency basis.

INTENT AND FUNCTIONS OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral task, only incidentally related to each position, have been excluded. Requirements, skills, and abilities however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.